



# APPLICATION FOR TEMPORARY OUTDOOR VARIANCE

*Application must be received by the City no less than one week prior to a regularly scheduled Council meeting. Return this completed form to Laurie Asche, City Clerk, via fax (314-822-5863) or email: [aschelb@kirkwoodmo.org](mailto:aschelb@kirkwoodmo.org)*

*A Temporary Merchant License will be required for any external vendors that will be involved in the activity. If your event will require a Temporary Merchant License, please contact the Finance Department at 314-984-6944.*

*If Possible, please sketch an approximate location of the event in relation to closest buildings.*

Business or Organization Seeking Variance:

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Name of Business Owner or Manager Seeking Variance:

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Address or Location of Variance Site:

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Description of Activity Needing Variance Including Dates and Times:

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Applicant's Telephone Number: \_\_\_\_\_

Email Address, if applicable: \_\_\_\_\_

If Applicant is not the Property Owner Provide Name and Contact Phone Number of Owner or Property Manager\*: \_\_\_\_\_

\*Approval from the Property Owner or Property Manager, prior to submittal to City of Kirkwood.

How Many Parking Spaces Will Be Affected: \_\_\_\_\_

Signature of Applicant  
Or Applicant's Representative

Date